

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

January 20, 1981



ALL-COUNTY INFORMATION NOTICE I-07-81

TO: ALL COUNTY WELFARE DIRECTORS
ALL FOOD STAMP STATISTICAL REPORTING UNITS

SUBJECT: DFA 296 FOOD STAMP PROGRAM MONTHLY STATISTICAL REPORTING

REFERENCE:

This Department has completed its study of the DFA 296 report (Food Stamp Program Monthly Statistical Report). A form and instruction revision is being developed and will be presented, together with any alternatives, to CWDA, Research and Statistics Committee, and Welfare Case Data System Executive Committee for input prior to implementation. The main emphasis of this revision will be on the instructions. It is anticipated that the form will not change to a major degree. New items will be minimal and those items deleted on the current form will not be included. We anticipate the final form and instruction revision will be ready for release in March followed by training on a regional basis. Implementation is planned for the June report month.

As a result of the study, it was found that there were two areas where problems most commonly occurred. The first area involved minor issues which we feel can be resolved through clarification of current reporting instructions. The minor issues include intercounty transfers, interprogram transfers, and cases approved for future months only. As a preliminary measure to assure accuracy and uniformity of the data we are currently receiving, we are providing you with clarification on the above issues with this letter. These clarifications are to be implemented immediately.

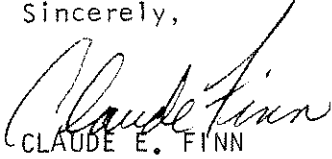
The second area where problems most commonly occurred involved major issues including recertifications, classifying cases for certain situations are public assistance or nonassistance while AFDC is pending, one-month certifications, and multiple action reporting. In order to resolve these issues, reporting changes are being considered in order to make the instructions consistent with current Food Stamp regulations and the workload as defined by those regulations. These changes will be addressed in the final form and instruction revision anticipated for release in March and implementation in June.

All of the previously issued instructions relating to the DFA 296 will remain in effect until the new form and corresponding instructions are implemented.

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Any program-related questions that you might have regarding this information should be directed to your Food Stamp Consultant at (916) 322-5475. Questions concerning specific reporting procedures should be directed to the Statistical Services Branch at (916) 323-2331.

Sincerely,



CLAUDE E. FINN
Deputy Director
Administration Division

cc: CWDA

Attachment

DFA 296 REPORTING CLARIFICATIONS

1. Intercounty Transfer

When a public assistance food stamp case is transferred to another county and is approved for food stamps pending the AFDC determination in the gaining county, it is to be reported in accordance with current Food Stamp regulations as follows:

- a. If the FNS 286 procedure is utilized, the intercounty transfer is not considered a new application as the complete verification process need not be utilized. This case is reported in Part B, Item 7d as an "other approval", Public Assistance.
- b. If the FNS 286 procedure is not utilized it is considered a new application for Public Assistance Food Stamps as the complete verification process must be followed.

2. Interprogram Transfer

An interprogram transfer is considered a change in program classification unless there have been other significant changes which require that a new application be completed. As a new application is typically not required an interprogram transfer should only be reported in Part B, Item 7c, change in program classification from NAFS or PAFS.

3. Reporting of a Case Certified for Future Months Only

When a Food Stamp case is disposed of in the month of application and is determined ineligible for the month of application and eligible for future months only, it is to be reported as follows:

Month 1

- 1) Application received
- 2) Application approved, Part B, Item 7a
- 3) Other case, Part B, Item 8b

Future Months

- 1) Certified eligible to participate, Part B, Item 8a.

There will be no separate denial count recorded for the determination of ineligibility in Month 1.

4. Classification of a Food Stamp Case as Public Assistance or Nonassistance

Following are the program definitions for public assistance and nonassistance:

PA Households

A household is classified and reported as public assistance when all members of the food stamp household participate in a federally-funded assistance program authorized by the Social Security Act of 1935, as amended.

NA Households

All other households not defined as public assistance are considered nonassistance households.